



St Joseph's RC Primary School

CCTV Management and Operation Policy

Introduction

The purpose of this Policy is to regulate the management and operation of the closed circuit television (CCTV) system located at St Joseph's RC Primary School. The system comprises 18 cameras located both internally and externally throughout the site. Live images from the system are routinely monitored in the school office and Headteacher's office. Access to live and recorded images is password protected and therefore restricted to a limited number of authorised Staff.

The Management and Operation Policy complies with relevant legislation and takes account of guidelines which form a part of the Data Protection Act 2018. The Policy will be subject to review every two years by the School's governing body.

Objectives of the CCTV Installation

The objects of the CCTV installation are as follows:

- To provide a safe and secure environment for all pupils, staff members and visitors to the school.
- To protect the buildings, their contents and associated grounds.
- To reduce potential crime.
- To support the Police in a bid to deter and detect crime.
- To assist in identifying, apprehending and prosecuting offenders.
- To protect members of the public and private property within the grounds.
- To assist in effectively managing the premises.

Statement of Intent

The CCTV Scheme has been registered by the School (Data Controller) with the Information Commissioner under the terms of the Data Protection Act 2018 and those responsible for managing and operating the system will comply with the requirements both of the Act and of the Commissioner's Code of Practice.

- Those who manage and operate the system will treat all information, documents and recordings obtained as data which is encompassed by the Act.
- Cameras will be used to monitor activities within the confines of the site of the School in order to provide a safe and secure environment for all users.
- Cameras will not be directed onto private property or land.
- Cameras will not be directed at an individual, group of individuals or at their property (directed surveillance) unless an immediate, anticipated or perceived response to an event is considered necessary.
- Directed surveillance will be undertaken only if authorised by the Headteacher or their delegated representative.
- Directed surveillance will be undertaken in accordance with the provisions of the Regulation of Investigatory Power Act 2000.
- Information obtained as a result of the operation of the CCTV system will not be used for any commercial purpose.
- Images will be released to a newspaper or television organisation only at the request of the South Wales Police as a part of the investigation of a specific incident.



Planning and Design of the Installation

The planning and design of the CCTV installation has been intended to ensure that the scheme will provide maximum effectiveness whilst ensuring that it does not impinge upon those who are not users of or visitors to the School.

In accordance with the relevant Code of Practice of the Information Commissioner, signs indicating that the system is in operation have been placed at relevant access points to the premises.

Operation of the System

- The CCTV system will generally be operated for 24 hours each day throughout the year.
- The system will be administered and managed by the Headteacher in accordance with the objectives included within this Policy.
- The Headteacher will be responsible for regularly monitoring the efficiency of the system and in particular for ensuring that the equipment is properly recording and that all cameras are appropriately directed and are operating effectively.
- Access to the images provided by the system will be controlled by a password system managed by the Headteacher.
- Routine viewing of the CCTV system and related recorded images will be limited to the following members of staff:
 1. The Headteacher.
 2. The Deputy Headteacher.
 3. Duly authorised members of the Administration and Caretaking staff.
- If circumstances so require the the Headteacher or the members of the senior leadership team will be permitted to authorise other members of staff to view recorded images in their presence.
- A log of non-routine viewing, directed viewing and of the viewing of recorded images will be maintained by the Headteacher.
- Images will be retained for 14 days unless otherwise directed by the Headteacher. In the case of images being retained in excess of 14 days, the reason for so doing will be entered in the System Log.

External use of Images

- In the case of the investigation of a specific incident, images may be viewed by and/or a copy released to an officer of the South Wales Police in accordance with Section 15 and Schedule 2 Part 1 of the Data Protection Act 2018.
- A request to view and/or provide a copy of images will be considered by Headteacher.
- A record will be maintained of the release of images to the South Wales Police by way of entry in the System Log.
- Images released to the South Wales Police will remain the property of the School, which will retain the right to refuse permission for the Police to pass the images to another person or organisation.
- Applications received from external organisations other than the South Wales Police to view images will be considered by the Headteacher.
- In the case of documentary evidence being provided which would indicate that it is appropriate for external viewing to be permitted (generally legal proceedings/court order) the Headteacher will seek seek legal advice from the Local Authority where necessary.
- Following consultation, the external applicant will be advised if they are to be permitted to view images and of the conditions which will apply to such viewing.



Breaches of the Policy

- Any reported breach of the Policy by will be investigated initially by the Headteacher.
- If appropriate the matter will be dealt with by application of the disciplinary policy of the relevant constituent school.

Complaints

Any complaint in relation to the operation of the CCTV system will be investigated by the Headteacher initially and may be pass on to the Governing Body in accordance with the School's Complaints Procedure.

Access by the Data Subject

In accordance with the provisions of the Data Protection Act 2018 "Data Subjects" (individuals to whom personal data relate) have a right to view data held about themselves, including images obtained by CCTV. Requests for Data Subject access will be made by way of completion of an application form available from the School Office. A copy of this form appears at Appendix A below.

Public information

Copies of this policy will be made available to members of the public upon written application to the Headteacher.

This policy was reviewed and ratified by the Governing Body: June 2018



Appendix A

St Joseph's RC Primary School

Data Subject Access Form.

To:	The Headteacher St Joseph's RC Primary School Sully Road, Penarth. CF64 2TQ
From:	<i>(Name, Address, Telephone Number, E Mail address)</i>

In accordance with the provisions of the Data Protection Act 1998 and of the St Joseph's RC Primary School Community CCTV Management and Operations Policy, I request to view the images of me recorded by the CCTV system.

This request refers to the following:

Date:	
Time Start:	
Time End:	
Camera:	Please indicate the area of the premises.
Event/Activity:	

Signed:

Name (Printed):

Authorised by:

(Head Teacher)

Date: